

<b>Qualifications:</b>	<p>Master's Degree  License - Mild/Moderate or Moderate/Intensive Intervention Specialist Educational Specialist, Principal or Supervisor (holds or working towards license)  Experience: Minimum of ten years successful teaching experience in one of the areas of handicapped children to be supervised. Such other alternative as the Board may find appropriate and acceptable</p>
<b>Reporting To:</b>	Director of Special Education
<b>Supervises:</b>	Personnel designated by the Director of Special Education
<b>Job Goals:</b>	<p>To provide leadership and classroom support in planning, coordinating and facilitating special education services.  To provide leadership toward enhancing the overall efficiency of special education services; as well as, educational opportunities and benefits to individual children.</p>
<b>Performance Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To provide information to school administrators regarding relevant day-to-day operations and other topics essential for the delivery of services to disabled children;</li> <li>2. To train teachers in initially setting up their program;</li> <li>3. To assist local school personnel in coordinating the instructional schedule regarding special and general education components;</li> <li>4. To meet and provide staff development with special education teachers individually, in small groups, and district wide on a regularly scheduled basis in conjunction with Director of Special Education;</li> <li>5. To identify appropriate educational assessment and curriculum materials and instructional strategies to be used by special education staff in conjunction with Special Education Director;</li> <li>6. To consult with special education teachers to assure continuity among assessment data, individualized education programs, and daily lesson plans in conjunction with Special Education Director;</li> <li>7. To participate in Individualized Education Program (IEP) Conferences, and Periodic Review Conferences as requested by Special Education Director;</li> <li>8. To provide staff development to special education teachers, parents, tutors, aides, administrators and general education personnel regarding the education of disabled children as requested by Special Education Director;</li> <li>9. To develop experimental programs for initiating new instructional methodology or procedures, and to evaluate the impact of the program as requested by Special Education Director;</li> <li>10. To attend professional workshops or conferences pertaining to students with disabilities;</li> <li>11. To produce and maintain appropriate records, logs and documentation (e.g. EMIS etc.);</li> <li>12. Such other duties as may be assigned by the Special Education Director, Superintendent or his/her designee.</li> </ol>
<b>Physical/Mental/ Work Hazards</b>	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.
<b>Travel Requirements</b>	Travel to school buildings, city/state agencies and professional meetings as required.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel